

## **Required Inspections**

### **BUILDING INSPECTIONS: (YOU MUST HAVE YOUR PERMIT NUMBER)**

1. Footing - Required after forms installed and prior to pouring.
2. Foundation - Required prior to pouring only if using steel reinforcement.
3. Spot Survey - Must be submitted and approved prior to backfill.
4. Backfill - Required after drain tile and stone installed, spot survey submitted, and prior to backfill.
5. Basement Floor - Required prior to pouring.
6. Garage Floor - Required prior to pouring.
7. Rough Framing, heating, air conditioning and fireproofing - Required prior to insulation.
8. Insulation - Required after insulation installed and prior to enclosing walls.
9. Final - Required after completion of building and prior to issuance of Certificate of Occupancy.

### **ELECTRICAL INSPECTIONS: (YOU MUST HAVE YOUR PERMIT NUMBER)**

1. Service - Required after new or upgraded service is installed and prior to Village notifying ComEd to activate service. **ELECTRICAL PERMIT MUST BE OBTAINED FOR TEMPORARY ELECTRICAL SERVICE. COM-ED REQUIRES VILLAGE INSPECTION.**
2. Rough - Required after service and rough electric installed and prior to insulation.
3. Final - Required after completion of finish electrical work and prior to issuance of Certificate of Occupancy.

### **PLUMBING INSPECTIONS: (YOU MUST HAVE YOUR PERMIT NUMBER)**

1. Underground - Required prior to pouring basement floor.
2. Rough - Required prior to insulation (includes whirlpool bath). Water meter shall be installed prior to rough plumbing inspection.
3. Final - Required after fixtures are installed and prior to issuance of Certificate of Occupancy.
4. In-Ground Sprinkling System - Required after system installed (must also submit RPZ Certification to Community Development Department).

## **FIRE INSPECTIONS** (for commercial and multi-family uses or structures):

1. Fire Alarm/Detection, Sprinkler Systems or Kitchen Hood & Duct Detection:
  - A. Water Supply Flush Test - Required prior to installation of main sprinkler riser and should follow any required chlorination.
  - B. Rough - Required before insulation or enclosure, including initial hydro test for sprinkler system.
  - C. Final - Required after completion of fire systems and building and prior to issuance of Certificate of Occupancy. Final hydro test may be required.
2. Final Life Safety - Required after placement of exit lights and signs, extinguishers, etc., and prior to issuance of Certificate of Occupancy.

## **OTHER INSPECTIONS:**

Water Main Disconnect or Tap/Service Inspections - Required after disconnection or tap and service is complete, while excavation is open.

Driveway Approach/Public Sidewalk Inspection - Required prior to paving or pouring in the public right-of-way.

Site Inspection - Required after property graded and landscaped (and as-built grading survey submitted for new construction) and prior to issuance of Certificate of Occupancy.

Parkway Inspection - Required after parkway restoration and prior to issuance of Certificate of Occupancy.

Water Meter Certification - Required after installation of water meter per Water Service Agreement and prior to issuance of Certificate of Occupancy.

Elevator Inspection - Required after completion of new elevator.

## **GENERAL REQUIREMENTS:**

To schedule an inspection, please call the Community Development Department, at (630) 286-5410 a minimum of 48 hours prior to the desired time of inspection.

Each building site must have a suitable mailbox or similar receptacle for receiving inspection sheets in a location accessible to the inspector's main entrance.

If an inspection must be rescheduled, call the Department a minimum of 24 hours in advance of the scheduled inspection. A reinspection fee will be charged for any failed inspections, situations where the inspector cannot properly or safely access the building, or inspections rescheduled more than once.

The building, structure or improvement shall not be occupied or used until a Certificate of Occupancy has been issued. **The applicant must request a Certificate of Occupancy. SEVEN WORKING DAYS are required after the date of the last successful inspection before a Certificate of Occupancy may be issued.**

**SUBMITTALS FOR BUILDING PERMITS MUST BE SUBMITTED BEFORE 4:30 PM.**